



# Receive a VFC Vaccine Order

## In the Colorado Immunization Information System

This guide will review how to receive VFC vaccine orders into your On-hand Inventory in the Colorado Immunization Information System (CIIS).

### Directions

- 1) Log-in to CIIS at <https://ciis.state.co.us/ciis> and enter your username and password.
- 2) On the Home screen, make sure the clinic you are working with that day is selected from the drop down menu.

- 3) In the left hand menu click *Inventory*, then *Vaccines*, and finally *On-hand*.

**Note:** 317 vaccines will not be ordered in CIIS, but you will still receive a 317 order into your On-hand Inventory following these steps.

### Receive a VFC Vaccine Order

- 1) Click the Pending VTrckS Shipments link on the On-hand Inventory screen.


**Note:** The Pending VTrckS Shipments link should appear in CIIS within a few days of your vaccine shipment arriving at your office. If your order arrives before the link is visible and you need to administer vaccine immediately, you can manually enter your vaccine into CIIS. Review the [Add New Vaccine Inventory](#) job aid.








The number of pending VTrckS shipments depends on the number of vaccines in your order. For example if you have 7 vaccines in your order, the link will show that you have 7 Pending VTrcks Shipments.

If you work with more than one clinic, you will be able to see the Pending VTrckS Shipments link for each clinic you work with.

- Click the *Receive* button to add the vaccine from your order into your CIIS On-Hand Inventory in CIIS. You must click the *Receive* button for each vaccine in your order.

**Pending VTrckS Shipments**

This is a list of pending inventory shipments. Click "Receive" to mark the selected inventory shipment as received. Click "Details" to view the shipment or "Dismiss" to remove it. 

Order ID / Line Number	Date Shipped	Vaccine	NDC	Lot Number	Quantity Shipped				
<b>LORDOC CLINIC - 0128</b>									
20151103012801 / 1	11/03/2015	DTaP (Daptacel)	49281-0286-10	C4754AA	10	Details	<b>Receive</b>	Dismiss	
20151103012801 / 2	11/03/2015	HPV4 (Gardasil)	00006-4045-41	L016429	30	Details	Receive	Dismiss	
20151103012801 / 3	11/03/2015	MMR	00006-4681-00	L004656	10	Details	Receive	Dismiss	
<b>SCOTTDOC - 0186</b>									
20151104018601 / 1	11/04/2015	DTaP (Daptacel)	49281-0286-10	C4754AA	10	Details	Receive	Dismiss	
20151104018601 / 2	11/04/2015	Hep A, Ped/Adol	58160-0825-11	G9293	40	Details	Receive	Dismiss	
20151104018601 / 3	11/04/2015	Hib (PedvaxHIB)	00006-4897-00	L014429	10	Details	Receive	Dismiss	
20151104018601 / 4	11/04/2015	HPV4 (Gardasil)	00006-4045-41	L016429	10	Details	Receive	Dismiss	



**Note:** Only click the *Receive* button when the vaccine shipment has arrived at your office and you can confirm the vaccine details in CIIS match the vaccine details on the packing slip in your order.


If you have already entered a vaccine from your order into your CIIS On-Hand Inventory, do not add it again. Click the *Dismiss* button and the vaccine will be removed from your Pending VTrckS Shipments link and not added to your On-hand Inventory. If you have questions about dismissing a vaccine from your order, please contact the Vaccine Ordering Module Help Desk at 303-692-2429, option 1.


Click the *Details* button for more information about each vaccine.


- Select your clinic's VFC inventory location from the drop down menu to add the vaccine to this inventory location.


**Add**


 


Date: 11/05/2015 

Inventory Location: 


Vaccine | Mfg | NDC | Brand: LORIN TEST CLINIC > PRIVATE - SCOTTDOC  (ML X 10 VIALS)

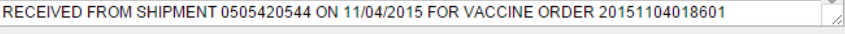
Lot Number: **LORIN TEST CLINIC > VFC0186** 



Expiration Date: 06/23/2017 

Funding Source: VFC 

Doses Adjusted: 10

Container Id: 

Comments: RECEIVED FROM SHIPMENT 0505420544 ON 11/04/2015 FOR VACCINE ORDER 20151104018601 

- Click the *Create* button.

**Note:** If the Possible Duplicates box appears, you have vaccine in your On-hand Inventory that is similar to the vaccine in your order.

Review the vaccine in your order and in the Possible Duplicates box. Check the vaccine, manufacturer, NDC code, lot number, expiration date, funding source.

If all the vaccine information matches exactly, then you can click the *Add to this Inventory Line Item* button. This will combine the vaccine from your order with the vaccine in your inventory.

If any of the vaccine information is different, click the *Proceed with Create* button. This will add the vaccine from your order as a separate line item in your On-Hand Inventory.

Add

Proceed with Create
Cancel

Date
11/05/2015

Inventory Location
LORIN TEST CLINIC > VFC0186

Vaccine | Mfg | NDC | Brand
DTaP (DAPTACEL) | PMC | 49281-0286-10 | DAPTACEL (0.5 ML X 10 VIALS)

Lot Number
C4754AA

Expiration Date
06/23/2017

Funding Source
VFC

Doses Adjusted
10

Container Id

Comments
RECEIVED FROM SHIPMENT 0505420544 ON 11/04/2015 FOR VACCINE ORDER 20151104018601

Proceed with Create
Cancel

Possible Duplicates								
The following Inventory items have been found with similar criteria.								
If any of the following record(s) are the inventory item you are trying to create, select the item below.								
Vaccine	Mfg	NDC	Lot No	Exp Date	Fund Src	Doses On-Hand	Match Confidence	
DTaP (Daptacel) (Daptacel/ (0.5 mL x 10 vials))	PMC	49281-0286-10	55844154	10/28/2017	VFC	20	81%	Add to this Inventory Line Item

- Click the On-Hand link in the left hand menu to confirm that the vaccine from your order has been added correctly. Double check that the vaccine shows up in the correct inventory location with the correct vaccine information.

**Note:** If there is any difference in the vaccine in your order and in your shipment, please contact the VFC program at 303-692-2650 or cdphe\_VFC@state.co.us.